



# VACANCY

## PROGRAMME DEVELOPMENT SPECIALIST

15-months contract, full-time  
(Windhoek, Namibia)

### **ABOUT THE NCRST:**

The National Commission on Research, Science and Technology (NCRST) is a Public Enterprise established in terms of section 4 of the Research, Science and Technology Act, 2004 (Act no. 23 of 2004) with a primary role of promotion, coordination and development of Research, Science, Technology and Innovation in Namibia.

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The NCRST hereby invites applications from suitably qualified individuals to apply for the following temporary full-time position:

### **POSITION: PROGRAMME DEVELOPMENT SPECIALIST, GRADE: C2**

#### **JOB PURPOSE:**

To design, coordinate, and implement collaborative innovation programmes across the Innovation Agencies Africa (IAA) network member countries, fostering strategic regional partnerships and aligning initiatives with country-specific innovation needs.

#### **KEY PERFORMANCE AREAS:**

- Conduct comprehensive mapping of current innovation initiatives in Innovation Agencies Africa (IAA) network member countries.
- Assess country-specific innovation needs (Fragile, Viable and Evolving systems) and identify gaps and opportunities for regional collaboration.
- Explore funding mechanisms and align programmes with existing potential resources.
- Develop tailored innovation programmes to address identified needs, ensuring alignment with country-specific and regional priorities.
- Collaborate with stakeholders (research institutions, innovation hubs, government) across IAA network member countries to create scalable, adaptable programmes.
- Ensure alignment of programmes goals with sustainable funding and resource mobilisation opportunities.
- Facilitate workshops with network members to present and refine programmes designs.

- Coordinate with member countries and international partners to ensure continuous communication and programmes support.

#### **MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:**

- An advanced degree (Master's or equivalent) in relevant fields such as Innovation Management, Business Administration, Development Finance, International Development, or a Science related field is required.
- At least 2-7 years in managing or coordinating large-scale, multi-country innovation programmes, ideally in African settings.

#### **SKILLS AND ATTRIBUTES REQUIRED:**

- Expertise in mapping, gap analysis and programmes design.
- Strong stakeholder engagement and collaboration skills with government, academia and private sector partners.
- Familiarity with funding strategies and resource mobilisation for innovation programmes.
- Strong facilitation and presentation skills, especially in multicultural and international settings.
- Experience in multicultural settings; multilingual (English) while French, and Portuguese is an added advantage or the Innovation Agencies of Africa Network.
- Fluency in English is required, with proficiency in French and/or Portuguese/Swahili considered an added advantage.

#### **CONDITIONS OF EMPLOYMENT:**

This is a fifteen (15) months contract, on a full-time basis. NCRST is an equal- opportunity employer.

#### **APPLICATIONS:**

All applications must be accompanied by a comprehensive Curriculum Vitae, with certified Identity Document and supporting documents. Applications can be submitted though email at [recruitment@ncrst.na](mailto:recruitment@ncrst.na). Please note that only shortlisted candidates will be contacted, and no documents will be returned.

#### **APPLICATIONS AND INQUIRIES MAY BE DIRECTED AT:**

Human Resources & Organisational Development

Office Tel: +264 (61) 431 7000

Email: [recruitment@ncrst.na](mailto:recruitment@ncrst.na)

#### **CLOSING DATE OF APPLICATIONS:**

06 December 2024

Previously disadvantaged candidates are strongly encouraged to apply.